



Memorial Sign Permit Application

Public Works Department
Kirkland City Hall
123 Fifth Ave, Kirkland WA 98019

Open Monday-Friday, 8am-5pm
publicworks@kirklandwa.gov
Phone: 425.587.3800

Application Date: _____ Application No.: _____
(for City use only)

Applicant: _____

Address: _____

Contact Phone: _____

Email (optional): _____

* * * * *

Name of Deceased: _____
(As it should appear on sign)

Date of Accident: _____

Relationship to Deceased: _____
(Must be immediate family member or representative)

Location of Accident: _____

(Address, intersection, or distance and direction from intersection – must be within Kirkland city limits)

Wording Requested on Sign (Please select one.)

- | | | |
|---|---|---|
| <input type="checkbox"/> Don't Drink and Drive. | <input type="checkbox"/> Drive safely. | <input type="checkbox"/> Watch for bicyclists. |
| <input type="checkbox"/> Seat belts save lives. | <input type="checkbox"/> Watch for pedestrians. | <input type="checkbox"/> Watch for motorcyclists. |

REQUIRED INFORMATION

- ☐ Documentation establishing death as a result of a vehicle crash in Kirkland jurisdiction . (The City, in its sole discretion, shall determine whether other information or documents provided in lieu of an accident report are sufficiently reliable.)
- ☐ Applicant requests to be present at time of sign installation. (Staff will make an effort to make arrangements with family, but City crew work scheduling may determine schedule if family availability is limited.)
- ☐ Applicant requests to pick up sign upon its removal from the roadway at the end of 4 years. (It will be the applicant's responsibility to promptly pick up sign once notified. If unable to contact, City will dispose of sign.)

Note: Once your application has been reviewed, a staff member from Public Works will contact you regarding your request (within 45 days of submittal). A \$400 fee is due upon approval. Please call 425.587.3800 with any questions.

Requested Sign Location (attach map if available): _____

30" by 30" signs will be installed in accordance with applicable City policies and standards for signs. This includes posts, hardware, materials, and positioning. 12" by 30" name plaques shall be installed directly below the sign.

Memorial signs shall be placed only in a City right-of-way, on the right side of the roadway, facing oncoming traffic. Signs will not be installed in the median of any City roadway.

See full policy for further details and regulations.